

2011-2012 Program Monitoring Summary

District: Letcher County
Program: Title II, Part A
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Date(s) of Visit: 5-1-12
Overview of Monitoring Process: This compliance review monitored the Title II, Part A program at the district office. The monitoring process included a review of documentation made available by the district in the following areas: 1) Highly Qualified Teachers (HQT); 2) Equitable Distribution of Teachers; 3) Program Evaluation; 4) Private School Information; 5) Staff Time & Effort Logs; and 6) Records Management. Interviews were conducted with Roger Martin, the Title II coordinator, and Jackie Collins, Instructional Supervisor. The expenditures and payroll were reviewed with the finance staff.
Summary of Visit: This visit included an on-site visit to the Letcher County district office. The staff at Letcher County had the Title II, Part A documentation prepared and organized. Technical assistance was provided regarding Staff Time and Effort Logs and the documentation required for personnel paid partially or solely out of Title II Part A funds. Findings: The district did not maintain semi-annual certification documentation for personnel paid solely or partially from Title II funds. Recommendations: An "Actions Needed Form" was completed and sent to the Letcher County school district citing the findings. It specified that a system shall be developed for the 2011-12 school year to document personnel paid solely and/or partially out of Title II funds. A copy of the first month's log must be sent to KDE by October 1, 2012 and the original documents must be kept at the District.
Monitoring Documents: (Clicking the following links will direct you to the program area's monitoring documents) Letcher Title II Actions Needed